

**RFP DGS-2034**  
**TELECOMMUNICATIONS CONSULTING SERVICES**

---

-

**SECTION V**

**PROPOSAL & BID FORMAT**

**A. INTRODUCTION**

This section defines the mandatory format to submit a proposal and the approach for developing and presenting bidder data. The format is prescribed to enable the state's bid evaluation team to consider each bidder's proposal in a uniform and fair manner. All consultant firms must follow these instructions, respond to all requirements, and supply all requested information.

**B. GENERAL INSTRUCTIONS**

1. Submit a master version (marked "Master") plus the number of copies indicated.
2. Seal all bids.
3. Mark the packaging for all bids RFP DGS-2034.
4. Mark all bids to the attention of Reggie Banks, Procurement Division Official per **Section I**.
5. Deliver all bids to 707 3rd Street., West Sacramento, CA 95605 per **Section I** by the time indicated on the **KEY DATES** schedule, **Section I**.

**C. DRAFT BID FORMAT AND CONTENT** The complete **Draft Bid** must include the following items.

1. **Volume 1 - Response to Requirements** **Master plus 5 copies**

This volume must contain all bidder responses to the requirements of the RFP. **All exhibits, except cost data, must be completed and included in this volume.** The components of Volume 1 are listed below.

- a. Section 1 - The master of Volume 1 must contain a cover letter with an original signature (refer to **Section II.C.5.e**) plus an Executive Summary.
- b. Section 2 - Response to all **ADMINISTRATIVE REQUIREMENTS**.

**RFP DGS-2034**  
**TELECOMMUNICATIONS CONSULTING SERVICES**

---

-

- c. Section 3 - Response to **TECHNICAL REQUIREMENTS** for all proposed telecommunications consulting categories.

**2. Volume 2 - Completed Contract** **Master plus 5 copies**

The master and all copies of Volume 2 must contain a Standard Agreement (Std. 213) with an original signature; refer to **Section II.C.5.e**. Changes or modifications that have not been previously approved by the State will cause rejection of the Bidder's proposal.

**3. Volume 3 - Cost Proposal** **Master plus 5 copies**

Volume III must contain all the completed cost worksheets, **Exhibit IX-A** for all proposed telecommunications consulting categories.

PLEASE NOTE: The evaluation of this RFP's Draft Bid will be a one-step process of the non-cost requirements of the proposal in accordance with **EVALUATION, Section VI** of this RFP. Therefore, all portions of the Draft Bid that pertain to cost shall contain XXXX's or blank marked in place of the actual dollar figures.

**INCLUSION OF ANY COST FIGURES IN THE DRAFT BID MAY BE A BASIS FOR REJECTING THE BID AND NOTIFYING THE BIDDER THAT FURTHER PARTICIPATION IN THIS PROCUREMENT IS PROHIBITED.**

**4. Volume 4 - Literature** **Master plus 5 copies**

This volume shall contain all technical and other reference literature necessary to support the responses to the requirements of this RFP.

**D. FINAL BID FORMAT AND CONTENT**

The complete Final Bid must include the following items.

**1. Volume 1 - Response to Requirements** **Master plus 5 copies**

This volume must contain all bidder responses to the requirements of the RFP. All exhibits, except cost data, must be completed and included in this volume. The components of Volume 1 are listed below.

- Section 1 - The master of Volume 1 must contain a cover letter with an original signature (refer to **Section II.C.5.e**) plus an Executive Summary.
- Section 2 - Response to all **ADMINISTRATIVE REQUIREMENTS**.

**RFP DGS-2034**  
**TELECOMMUNICATIONS CONSULTING SERVICES**

---

-

- Section 3 - Response to **TECHNICAL REQUIREMENTS** for all proposed telecommunications consulting categories.

**2. Volume 2 - Completed Contract** **Master plus 5 copies**

The master and all copies of Volume 2 must contain a Standard Agreement (Std. 213) with an original signature; refer to **Section II.C.5.e**. In addition, Volume 2 must contain all contract EXHIBITS and Attachments completed per the bidder's work plan.

**3. Volume 3 - Cost Proposal** **Master plus 5 copies**

Volume III must contain all the completed cost worksheets, **Exhibit IX-A** for all proposed telecommunications consulting categories.

PLEASE NOTE: The evaluation of this RFP's **Final Bid** will be a two-step process with the cost proposals of qualifying bidder's opened only after the preliminary evaluation and scoring of the non-cost requirements of the proposal have been completed in accordance with **EVALUATION, Section VI** of this RFP. Therefore, all portions of the Final Bid that pertain to cost shall be duplicated for submission with the proposal. The **actual cost figures shall be submitted in a separate sealed envelope** labeled "Cost Proposal for RFP DGS-2034". As appropriate, the non-cost requirements of the Final Bid shall contain duplicates of these documents with "XXXX's" or blanks in place of the actual dollar figures.

**4. Volume 4 - Literature** **Master plus 5 copies**

This volume shall contain all technical and other reference literature necessary to support the responses to the requirements of this RFP.